

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 29, 2018

Closing Date: September 7, 2018

**Office Manager/Administrative Specialist III (Pay Grade 10)
Assigned to the New Castle County Chief Prosecutor
Criminal Division, New Castle County**

Job Responsibilities and Duties:

This legal secretarial and Office Manager position is assigned at the upper management level and is a leadership position in the Criminal Division in the New Castle County offices; 7th floor, 820 N. French Street, Carvel State Building. This position will assist in high level of legal administrative duties as needed by management and other Deputy Attorneys General within all Units. This employee is assigned to provide secretarial support directly to the New Castle County Chief Prosecutor in the Criminal Division in a fast-paced legal work environment for the Delaware Department of Justice. In addition, this position will serve as the integral point of contact and a resource for Administrative Specialists, Administrative Assistants (Casual/Seasonals) and other Clerical support staff, located in Wilmington; the largest populated County of the Criminal Division. This position will serve as a back up to the State Prosecutor's Administrative Specialist as well.

This position sets up files, runs criminal record checks, maintains statistics types informations/indictments, requests reports, answers discovery and manages busy calendars. This position schedules trainings both in and out of the office, and provides assistance with travel arrangements. This position types briefs, prepares pleadings and correspondence, coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. This position must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General.

This position also manages the reception area and telephone rotation schedule for the Criminal Division in New Castle County, coordinates office and cubicle moves, is responsible for the notification of repairs/maintenance of office equipment and general office facilities needs, provides manuals/binders/code books, etc., for newly hired Deputy Attorneys General, coordinates schedules/workspaces/assignments for all interns and externs, and manages and evaluates staffing needs in conjunction with management. This position is the point of contact for the Executive Offices staff, Human Resources, Fiscal, Facilities and IT. This position will maintain and update the NCC Criminal Division roster on the DOJ intranet. The Outlook distribution lists, and the Time & labor system.

Minimum Qualifications:

- Minimum of four years of experience in the secretarial legal field (or comparable legal experience).
- Experience and knowledge of laws, rules, regulations, standards, policies/procedures specifically regarding the complaint handling process and analysis of troubleshooting; compiling and interpreting data.
- Must have the ability to work independently with limited supervision.
- Ability to work in a fast-paced/high pressure work environment.
- Must have the ability to interact professionally with members of the public, including victims and witnesses as well as law enforcement personnel.

- Must maintain a productive working relationship with Court staff. Must possess excellent organizational, spelling, grammar and proofreading skills. Must be able to answer and handle with accuracy a heavy telephone volume.
- Strong verbal and written communication skills; must be detail oriented.
- Knowledge and working experience in Excel, Microsoft Office Suite, PowerPoint, and on-line research databases.
- Must be able to demonstrate initiative and professionalism with the strictest maintenance of confidentiality.

Experience as a supervisor or a lead worker; delegating and managing the work of others to achieve goals, including the planning, assigning, reviewing and evaluating of the work of others on staff is preferred but not required. DELJIS and NCIC experience is a bonus. A background in statistics is not required, but extremely helpful.

Internal Applicants:

Interested internal employees do not have to submit a completed State Application.

SINCE THIS IS A LEADERSHIP ADMINISTRATIVE POSITION, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A CURRENT RESUME or SUMMARY OF WORK EXPERIENCE:

A written promotion recommendation from your current Supervisor.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.